



The National Center *for* American Indian Enterprise Development

PUTTING INDIAN COUNTRY TO WORK

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SUMMARY:

Event Specialist / Coordinator Job Description

National Center for American Indian Enterprise Development Headquarters
953 E. Juanita Avenue
Mesa, AZ 85204

The Event Specialist / Coordinator assists in maintaining professional event management service. The Event Specialist / Coordinator provides follow thru and implementation of specific tasks as assigned. The Event Specialist interacts with stakeholders, vendors of service, and other individuals of the public.

Responsibilities and Duties:

- Manage event logistics
- Produce marketing material, print, automated
- Manage event logistics, pre, during and post.
- Assist with conducting site visits and meeting with facility contacts.
- Maintain contract files with facility and vendors
- Develop and maintain communication process with project team members, including site contacts, vendors, internal personnel and management.
- Maintain communication with Management to keep informed of progress.
- Develop and maintain relationships with local and national Indian and community contacts.
- Maintain calendar of events.
- Distribute calendar of events and other promotions material
- Schedule and maintain calendar for event meetings.
- Attend weekly meetings to report on accomplishments and goals.
- Establishes goals, objectives, and timelines for each activity
- Oversee event registration – ensure that inquiries are met.

Qualifications

- Possess a college degree or one to two years related experience and/or training; or equivalent combination of education and experience in a business/management field.
- Excellent verbal and written skills
- Familiarity with American Indian culture, values, and traditions
- Proficiency in using computer with applicable software such as Microsoft office
- Possess a valid driver's license, insurance and use of a motor vehicle.

Please email resume and salary requirements to melanie@ncaied.org.